



Office Manager and Marketing Assistant

Sicoya GmbH is offering fully integrated Silicon Photonics transceiver chips for data center interconnects. The Sicoya team currently consists of five founders and 38 employees. As an **Office Administration and Marketing Assistant** at Sicoya, you will dive into a unique challenge, as you will be part of a highly dynamic and fast growing technology start-up.

Start: 1st July 2018

Employment: Full time

Experience: 5+ years of experience

Your tasks:

MARKETING ASSISTANT

- Creating marketing materials together with external and internal marketing resource's
- Oversee and manage website content together with external web design resource's
- Ordering promotional supplies & Organize events and client visits
- Manage international trade shows in the US, Europe and Asia

GENERAL ADMINISTRATION:

- Organizing and the coordination of office operations and procedures
- Anticipate and maintain needed supplies
- New Hire support
- Prepare agendas and make board and other meeting arrangements

EXECUTIVE ADMINISTRATION:

- Preparing and editing correspondence, communications, presentations, and other documents
- Managing and maintaining confidential executive files
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and board of directors
- Organizing receipts and preparing monthly credit card statements, expense reports and mileage reports for accounts payable

Required profile:

3 years of professional experience in general administration and/or office activities

Bachelor degree in Business Administration or Communication or relevant fields

Professional marketing experience is preferred



Very good MS-Office-knowledge, especially within the design of presentations

Very good verbal and written communication skills in English and German

Strong organizational skills with the ability to prioritize and react flexibly to changes

Friendly, trustful & sympathetic behavior

What we offer:

High degree of personal responsibility

Exciting and varying tasks

Ambitious team that is working together for more than 10 years

Flexible working hours, free drinks and fruits

Fascinating opportunity in an international high tech start-up environment in the middle of Berlin

Are you interested in working with us? Then we may just be waiting to hear from you. Please send us your CV and a motivation letter by email to: jobs@sicoya.com

Sicoya is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, race, color, ethnicity, national origin, religion or belief, sexual orientation, disability or age.